

**6. RESPONSIBILITIES.** Specify the responsibilities, both individual and organizational, for all aspects of solid waste management. The following paragraphs contain examples of roles and responsibilities in the solid waste management program. Installations must tailor these to fit their particular needs. For example, at some installations the recycling program is managed by the Director of Public Works (DPW) and at others by the Director of Community Activities (DCA). The recycling program responsibilities should reflect the actual program management structure.

a. Installation Commander.

(1) Establish and/or maintain a functional organizational structure to plan, execute, and monitor the solid waste program.

(2) Provide command emphasis on solid waste reduction, materials reuse, recycling, Affirmative Procurement, and composting.

(3) Formally establish an installation recycling program or QRP (see text box) and designate the installation activity responsible for oversight of the program.

(4) Chair the Environmental Quality Control Committee (EQCC) or other installation forum that addresses solid waste management and recycling issues.

(5) Ensure that the proceeds from the QRP are used in accordance with Public Law 152 and DOD Instruction 7310.1.

(6) Support recycling programs by ensuring that the Affirmative Procurement requirements of Executive Order 13101 are met, and designate the installation activity responsible for oversight of the program.

b. All Directors.

(1) Advise directorate activities of state, Federal, and Army requirements for managing and reducing solid wastes, recycling, and Affirmative Procurement.

**QRP OR NON-QRP?**

*A QRP is a recycling program that accounts for and distributes recycling proceeds for environmental, safety, and morale, welfare, and recreation (MWR) programs. An installation may operate a non-QRP recycling program if the a contractor collects separated recyclables as a service to the installation. In this case, recycling proceeds are most likely not returned to the installation - unless the contract specifies otherwise. Other non-QRP recycling programs include the Defense Reutilization and Marketing Office (DRMO) recovery of scrap materials, such as furniture.*

(2) Monitor directorate activities for compliance with state, Federal, and Army solid waste management requirements, and recommend changes in policies or procedures to improve program management when necessary.

(3) Support and emphasize the practices of waste reduction, Affirmative Procurement, recycling, and yard waste composting.

(4) Ensure that all required training is approved, resourced, accomplished, and documented.

(5) Participate in the EQCC or installation forum that addresses solid waste management and recycling issues.

c. Director of Public Works (DPW).

(1) Ensure that solid waste storage, collection, transportation, and disposal are conducted in accordance with state, Federal, and Army regulations.

(2) Program, budget, and support the resource requirements to manage the solid waste program, to comply with Federal, state, and Army regulations, and to achieve state and DOD waste reduction goals.

(3) Participate in the EQCC or installation forum that addresses solid waste management and recycling issues.

d. Director of Resource Management (DRM).

(1) Ensure that proceeds from the recycling program are used in accordance with Public Law 152 and U.S. Code 2577 and according to the Commander's direction.

(2) For QRPs, the Finance and Accounting Office will establish and maintain a clearing account for the deposits of proceeds and ensure that all collections are accumulated in that account.

e. Director of Community Activities (DCA).

(1) Actively promote the recycling program based on input from the QRP manager.

(2) Ensure that Comprehensive Procurement Guidelines are followed in applicable purchase requests and purchasing contracts. (Note that the guidelines are required only for purchases using appropriated funds. However, following the CPG supports the installation's commitment to purchasing recovered content materials.)

(3) Participate in the EQCC or installation forum that addresses solid waste management and recycling issues.

f. Director of Logistics (DOL).

(1) Advise procuring activities on the availability of environmentally preferable products and Affirmative Procurement requirements.

(2) Seek ways to reuse and reduce packaging and packing materials.

(3) Actively support the environmental office in measuring progress to meet waste reduction goals and Affirmative Procurement requirements.

(4) Communicate regularly with the DRMO to maintain current information on markets for excess or unserviceable materials and recyclable materials.

(5) Participate in the EQCC or installation forum that addresses solid waste management and recycling issues.

g. Director of Contracting (DOC).

(1) Ensure that construction and procurement contracts meet Federal Affirmative Procurement requirements and source reduction strategies, as follows:

(a) Require the use of environmentally preferable products where applicable, including those containing recycled content, using less energy, and/or containing less or reusable packaging.

(b) Stipulate in contracts that paper products contain 30% recycled content paper or are printed on tree-free paper, and that contractor documents be printed double-sided.

(c) Include the requirement to consider sustainable construction, including the use of biobased materials in construction contracts.

(d) For building deconstruction (demolition) contracts, ensure measures for the salvaging, reuse, and recovery of materials are incorporated. Include provisions for quantifying the materials diverted from the waste stream.

(2) Participate in the EQCC or installation forum that addresses solid waste management and recycling issues.

h. Contracting Officer's Representatives (CORs).

(1) Periodically review the solid waste management contracts for overall effectiveness and monitor the performance of the contractor. Evaluate such factors as number, size, and location of pickup stations, truck routes, type of equipment, scheduling, supervision, and effective use of manpower.

(2) Coordinate with the QRP manager to develop strategies for improved recycling and, if necessary, modify contracts to implement those strategies.

(3) Include provisions for Affirmative Procurement and recycling in all contracts as appropriate. Example of types of contracts include: construction, deconstruction, janitorial, supply/procurement, engineering/design, and utilities.

(4) Periodically review recycling contracts for overall effectiveness and monitor the performance of the contractor.

i. Chief, Environmental Division (and/or Solid Waste Manager).

(1) Identify a person to be responsible for managing the solid waste program. The solid waste manager may also be designated to assume any or all of the responsibilities listed below.

(2) Periodically review and monitor compliance with all applicable state, Federal, and Army requirements for solid waste management and recycling. Ensure compliance at tenant activities and subinstallations.

(3) Determine the most cost-effective and efficient means of source reduction, recycling, and waste storage, collection, treatment, and/or disposal.

(4) Recommend changes in policies or procedures to improve program management when necessary.

(5) Advise all waste-generating activities of Federal, state, and Army requirements for managing solid wastes, including requirements for permitting, reporting, and recordkeeping.

(6) Serve as the installation point of contact for questions, complaints, or other notification regarding solid waste management and recycling.

(7) Ensure sufficient funding levels to comply with regulatory requirements and support waste reduction initiatives.

- (8) Oversee all aspects of the solid waste program including Affirmative Procurement, source reduction, resource recovery, and recycling.
- (9) Maintain liaison and coordinate as necessary with county and state solid waste regulators.
- (10) Maintain liaison with and request support from the major command on solid waste related issues.
- (11) Submit Environmental Program Requirements (EPRs) to the major command to achieve solid waste management goals.
- (12) Report solid waste management activities to the major command using the Solid Waste Annual Reporting system (SWAR).
- (13) Review contracts related to solid waste management for environmental compliance.
- (14) Provide guidelines on source reduction strategies, yard waste management, pollution prevention, and recycling to on-post residents and installation personnel.
- (15) Report to the EQCC or other installation forum on a regular basis on issues related to solid waste management and recycling.
- (16) Identify and monitor responsibilities of all providers of solid waste management services, whether contractors or in-house personnel. Examples of such responsibilities follow:
  - (a) Furnish and maintain containers as necessary to collect solid wastes (refuse) at specified locations. Label containers according to contract or installation requirements. Provide containers that are leak-proof with tight-fitting lids.
  - (b) Furnish and maintain containers to collect recyclables at specified locations. Label containers according to contract or installation requirements. Provide containers that are leak-proof with tight-fitting lids.
  - (c) Keep loads covered during handling and transport of refuse and recyclables. Take measures to prevent spillage, leakage, or blowing of paper.
  - (d) Immediately clean up any materials spilled during pickup operations or transport, according to contract or installation requirements.

(e) Immediately notify the installation environmental office of any unauthorized wastes discarded in refuse dumpsters or recycling containers. Unauthorized wastes include, but are not limited to: potentially hazardous wastes, including unused paints, thinners, solvents, or caustics; petroleum, oils and lubricants (POL); radioactive materials; regulated medical wastes; and explosive materials or ordnance.

(f) Replace lids on dumpsters and containers after collection.

(g) Comply with all other requirements listed in the contract specifications, if applicable, including reporting and Quality Assurance (QA) requirements.

j. Recycling Program/QRP Manager.

(1) Oversee daily operation of the recycling facility and all recycling operations.

(2) Hire and supervise personnel to accomplish recycling duties.

(3) Ensure proper training of facility personnel. Training may include AEDA certification if the installation operates a QRP that handles firing range scrap.

(4) Request, justify, and procure equipment necessary to perform recycling operations.

(5) Develop and manage contracts in support of the program.

(6) Develop, implement, and update SOPs for operation of the program.

(7) Establish and oversee a recyclable materials accounting procedure to track the materials processed/sold and a financial accounting system for the receipts and disbursements of funds.

(8) Address customer complaints regarding the recycling program.

(9) Monitor participation in the program and implement corrective measures when participation is poor.

(10) Implement an aggressive promotional and educational campaign for the recycling program.

(11) Maintain a list of recycling POC's in each activity or building and coordinate the program's activities and changes through them.

(12) Assist the solid waste manager in reporting recycling activities to the major command using the SWAR system.

(13) Report on the status of the recycling program to the EQCC or installation forum that addresses solid waste management and recycling issues.

k. Installation Safety Manager.

(1) Ensure compliance with state, Federal, Army, and other safety standards, guidelines, and training requirements related to solid waste management and recycling.

(2) Participate in the EQCC or installation forum that addresses solid waste management and recycling issues.

l. Environmental Quality Control Committee (EQCC) or Other Installation Forum. Include solid waste management issues on the meeting agendas. These meetings will provide a forum for planning, identifying needs and objectives, and coordination among various installation elements. Participation should include the Installation Commander and/or Garrison Commander; recycling program manager; DPW; Environmental Office, DRMO, DCA, DOC, DOL/Supply, Safety Office, Public Affairs, and Staff Judge Advocate.

m. Defense Reutilization and Marketing Office (DRMO).

(1) Accept qualified recyclable materials from the QRP, and reimburse installations the designated proceeds from the sale of recyclables in accordance with current DLA policy and DLA financial management regulations.

(2) Accept materials excluded from QRPs for recycling or other disposal, deposit the recycling proceeds, if any, to the U.S. Treasury, and report material sales data to the QRP within the required reporting time frame.

(3) Serve as the local representative of the DLA.

(4) Assist the recycling program manager by providing technical advice, performing market research, and selling recyclable commodities, when requested.

(5) Advise generating activities on the required turn-in procedures, including packaging, labeling, and transporting of materials to facilitate sales/recycling.

(6) Assume accountability for materials properly turned in for disposal, resale, or recycling.

(7) Periodically conduct sales, and/or make the DOD bidders list available to activities conducting direct sales of recyclables.

(8) Dispose of hazardous property generated by the installation.

(9) Maintain records concerning types and quantities of materials turned in, and proceeds for various resale/recycling activities.

n. Defense Finance and Accounting Service (DFAS). Process financial documents and vouchers forwarded from the DRMO or DOD Components. The proceeds are deposited into the installation QRP account as directed in accordance with 10 U.S.C. 2577. DFAS also tracks DD Form 1348-1, Disposal Turn-In Document, and ensures timely and accurate financial recording of sales of recyclables.

o. All Installation Organizations, Units, and Tenant Activities.

(1) Reduce the amount of solid waste generated through procurement of products with less or reusable packaging, buying only the amounts needed, investigating new recycling/reuse opportunities, and altering operations to reduce wastes (e.g., using double-sided copies).

(2) Support recycling by procuring items with recycled materials content.

(3) Ensure safe and effective solid waste management through the proper storage of solid wastes and recyclables.

(4) Support the recycling program by identifying, collecting, separating, and removing contaminants from all potential recyclable materials.

(5) Designate a recycling coordinator for your activity to organize the recycling efforts, coordinate with the recycling program manager, and participate in the installation forum that addresses solid waste management and recycling issues.

(6) Coordinate with the installation environmental office on all matters involving solid waste management, Affirmative Procurement, recycling, or pollution prevention.